

Setup, Initial Operations, and Shutdown

Responding After The Activation

- **If you already have your assignment, confirm that it is being activated by monitoring and checking into the local activation net.**
- **If you do not have an assignment, you should check into an activation net and make yourself available for assignment.**
- **You may be asked to proceed to a “staging” or “volunteer intake” area to wait for an assignment.**
- **You should expect the situation to be fluid as each incident is unique and to respond accordingly.**

Who is in Charge?

- **The “station manager” has full responsibility for the site.**
- **This person serves as a point of contact, provides information and makes decisions for the team along with the incident commander and with other groups aiding in the response.**
- **When you accept a position as an emergency communications volunteer, you do so knowing that you will often need to follow the directions of another person.**
- **Cooperation and good teamwork are key elements that result in an efficient and effective emergency communications operation.**

Being a Good Guest

- **You may be assigned to occupy a space that is normally used by someone else for another purpose. Respect and protect their belongings and equipment in every way possible.**
- **For example, if you are in a school and using a teacher’s desk, find a way to remove all items from the surface for the duration of the operation. A cardboard box, sealed and placed under the desk usually works well.**
- **Avoid using duct tape to fasten cables to walls or ceilings. These surfaces may be damaged when you remove the duct tape.**
- **Make a log entry in your log identifying any damage in the area caused during the operation.**

Initial Set Up and Information Gathering

- **Your first priority will be to set up a basic station to establish contact with the net.**
- **Use the lowest power setting that produces reliable communication, especially if you are operating with battery or generator power, to conserve power for extended operations.**
- **Check out the telephone, faxes, Internet and other means of communication that are operating and available.**
- **Find out what are the immediate needs of the site.**
- **Make a list of repeaters and other stations that can be contacted by simplex operations in the area.**
- **Determine, food, water, sanitary, etc arrangements in the area.**

- As soon as possible, ask a member of the served agency's staff to spend a few minutes with you and explain their needs and communication concerns.
- Determine what type of messages can you expect, long, short, detailed, formal informal, etc.
- What message forms will be used? Do you or they need training in how to use the forms.
- Let them know that their communications will not be private and "secure" if sent by Amateur Radio, and discuss possible alternatives.

Ending Operations

- Emergency communications operations may end all at once and shelters may be closed.
- You should check in with the emergency communications commander before closing your station even though the shelter manager has told you to do so.
- Clean up the area you were operating in and return any borrowed equipment or materials.

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Departure

- First, leave the space you used in as good a condition as possible.
- If you sealed desk top items in a box for safekeeping simply place the box on the top of the desk. DO not attempt to replace the items on the desk. This procedure will provide proof to the desk's owner that you took steps to protect their belongings, and helps keep them secure until the owner takes possession again.
- Thank all those who worked with you. Make apologies if necessary and do your best to repair any damaged relationships before you leave.

The Debriefing

- After each operation, your emergency communications group will probably want to hold a meeting to review the effectiveness of the operation.
- Events may have occurred within the served agency that involve communications you handled. If you try to rely on your memory or logbooks, you will probably forget key details or even forget certain events altogether.
- To prevent this, keep a "de-briefing" diary, specifically for use during this meeting especially if you will be required to turn over your station logs immediately at the end of the operation.

I would love to hear any comments on this program and anything you would like to add. I learn from gathering information for these nets and I value the information others can share with the group and myself. Other checkins to the asten please call ke5nzz